

MCDC Revised Scope of Services January 2019 – December 2019

***this scope represents the work plan for 63% of the total funding in 2019 a second work plan will be submitted to Council for approval for the remaining funds**

Key Terms:

C4CS: Center for Community Stewardship (fiscal agent)

CBOs: Community Based Organizations

CIDs: Cooperatives in Development

MCDC: Madison Cooperative Development Coalition (Lead organization)

OBR: Office of Business Resources

	Service	Description	Key Activities	Amount
1	Fiscal Agent & Financial reporting: C4CS	FA will provide accounting services to MCDC and will submit regular reports to the City of Madison and the MCDC Board	<ul style="list-style-type: none"> Accounting & Tax Preparedness Monthly financial statements to MCDC Board Hiring organization for MCDC Organizational Development person (part-time position) Quarterly and annual reports to City Timely disbursement to CBOs, CIDs and service providers Development of disbursement policies and procedures 	\$30,000
2	Organizational Development Position (ODP) (20 hours week): Employed by C4CS	Funding will support the administrative and coordination functions that are essential to making MCDC a sustainable entity. These include but are not limited to (1) organizational marketing, (2) administration, (3) fund development, (4) data management, (5) reporting to City and Board, (6) program design and development coordination, (7) resource management	<ul style="list-style-type: none"> Work to make MCDC an official organization Website Maintenance MCDC 101 Workshop Support Maintain social media presence Quarterly and annual program reports to City Maintain Preferred Provider list Provide governance support and coordination to Board and advisory committee Coordinate CBO and CID intake Select, implement, and maintain MCDC database Maintain calendar of MCDC programs Marketing of MCDC (strategy, website, flyers, content development, coordination and maintenance of social media, PR, etc.) Establish physical presence for MCDC Fund development Maintain records of MCDC metrics 	\$30,000
3	Lead Cooperative Developer	Staff services to include program design support to ensure equitable content,	<ul style="list-style-type: none"> Employed by UW Center for Cooperatives Housed in the UW Center for Cooperatives MCDC 101 Workshop Support & Development 	\$60,000

	(Full Time) Employed by UW Center for Cooperatives	outreach to community, connectors to resources, workshops and trainings for people and organizations interested in Worker Cooperatives, and one-on- one support for CIDs	<ul style="list-style-type: none"> • Provide content to Organizational Dev Position (ODP) to use on social media • Produce quarterly and annual program reports to ODP • Provide one-on-one technical support for CIDs and CBOs • Collect CBO and CID intake forms • Support Board and ODP in marketing of MCDC programming and resources 	
5	Cooperatives in Development (CIDs) Technical Assistance (all will be approved by Council)	CIDs can apply for funding to cover the cost of their technical assistance needs (e.g. legal, financial, business planning, accounting assistance, etc.). MCDC will maintain a preferred provider list of technical assistance providers. This list will include MCDC members and others.	<ul style="list-style-type: none"> • The Executive Board will create a process for reviewing a technical assistance request and maintain a steady pipeline of CID requests • All requests will be approved by Council • Management of type of technical assistance provided • Management of hours of technical assistance provided per CID 	\$65,000
6	Industry and Place-based Analysis	Funds to develop a pipeline of potential cooperative business ideas via targeted industry and place-based analysis.	<ul style="list-style-type: none"> • This analysis will be lead by OBR • OBR Staff and partners, including UW Center for Cooperatives and WMEP will give guidance and oversight of this analysis • Funding will be available for use for specialized reports and outreach to the manufacturing community 	\$5,000
			TOTAL	\$190,000